



National
Aeronautics and
Space
Administration

Request by OIG Employee for Permission to Engage in Outside Employment or Activity

When this request is approved, the approval is valid for a period of three years. Participation in the described activity beyond that date or any change in your duties, nature of employer's business or scope of your outside activities will require resubmission and re-approval of this request. When filled out, this form is subject to the Privacy Act of 1974 and must be safeguarded appropriately. See the Privacy Act statement on reverse.

IN ACCORDANCE WITH 5 CFR 6901.103, I HEREBY REQUEST APPROVAL OF OUTSIDE EMPLOYMENT OR OTHER OUTSIDE ACTIVITY.

NAME	DATE
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PRESENT POSITION (Title and grade)	ORGANIZATIONAL CODE
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DESCRIPTION OF OUTSIDE EMPLOYMENT OF ACTIVITY (See NHB 1900.1)

NAME, ADDRESS AND BUSINESS OF PROSPECTIVE EMPLOYER	ESTIMATE TOTAL TIME PER WEEK TO BE DEVOTED TO OUTSIDE EMPLOYMENT OR OTHER OUTSIDE ACTIVITY (Per year is on a continuing basis)
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OUTSIDE EMPLOYMENT OR OTHER ACTIVITY WILL BE PERFORMED OUTSIDE OF NORMAL DUTY HOURS <input type="checkbox"/> YES <input type="checkbox"/> NO IF "NO," ESTIMATE HOURS AWAY FROM REGULAR JOB AND METHOD OF ACCOUNTING FOR ABSENCE (Permission does not constitute approval of leave, LWOP, or a work schedule change.)	IN THE PERFORMANCE OF YOUR NASA DUTIES, HAVE YOU PARTICIPATED OR ARE YOU NOW PARTICIPATING IN ANY MATTERS INVOLVING YOUR PROSPECTIVE EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO IF "YES," EXPLAIN ON SEPARATE SHEET AND ATTACH
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I HAVE READ AND UNDERSTAND THE PROVISIONS AS SET FORTH SUBPART H OF THE OGE STANDARDS OF ETHICAL CONDUCT FOR EMPLOYEES OF THE EXECUTIVE BRANCH:

SIGNATURE	DATE
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CONCURRENCES

CODE	ORGANIZATION DESIGNATION	APPROVED		SIGNATURE	DATE
		YES	NO		
	IMMEDIATE SUPERVISOR				
	ASSISTANT IG FOR				
	OIG HUMAN RESOURCE OFFICER				
	OIG COUNSEL				

Privacy Act Statement

Authority: This information is provided pursuant to Public Law 93-589 (Privacy Act of 1974) December 31, 1974 for individuals completing NHQ DIV Form 735, "Request by OIG Employee for Permission to Engage in Outside Employment or Activity."

Purposes and Uses: The information on this form aids the government employee and those who review his or her statement to avoid conflict of interest situations, including those violations for which 18 USC 208 provides personal criminal sanctions. NASA will maintain this information as a part of the employee's Confidential Employment and Financial Interest Statements as provided for under the Privacy Act. NASA will take every measure, consistent with law, to assure the confidentiality of this information.

Effects of Nondisclosure: A NASA OIG employee who engages in reportable outside activity as defined in NHB 1900.1 and who refuses to provide the information requested by NHQ DIV Form 735 may be subject to disciplinary action.

WHEN FILLED OUT, THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974 AND MUST BE SAFEGUARDED APPROPRIATELY.

DISCLOSURE OF PERSONAL DATA SUBJECT TO THE ACT IN ANY MANNER TO ANY PERSON OR AGENCY NOT ENTITLED TO RECEIVE IT COULD RESULT IN BEING FOUND GUILTY OF A MISDEMEANOR, PUNISHABLE BY A FINE OF NOT MORE THAN \$5,000.00; 5 USC 522a.